

## **REPORT TO THE COUNTY EXECUTIVE FOURTH QUARTER, 2008**

### **RECREATION & ADMINISTRATIVE SERVICES**

The Recreation and Administrative Services Department submits the following report for the 4th quarter of 2008:

- Attended the 2008 MSP Summit Conference in Grand Traverse.
- Attended the 2008 Digital Summit Conference in Lansing.
- Continued to work with Civic Arena and Buildings & Grounds staff to submit a funding proposal for Dry Floor equipment for the Civic Arena to the Bangor DDA.
- Bay County participated in a pilot vulnerability scan of our technology systems made available through the MI Department of Information Technology.
- Participated in several MUNIS training meetings and stop testing sessions to ensure the system is working properly for upcoming trainings for all Bay County employees.
- Hosted a Walk MI~Michigan Works walk at the community center with local community leaders.
- Met with Finance regarding the agreements and RFQ's for CAP and CSAP positions funded through the FY07 Homeland Security Grant.
- Met with Homeland Security fiduciary to close out FY06 grant funds.
- Presented to the Board of Commissioners the updated 5 year Bay County Recreation Plan for adoption.
- Met with ISD staff regarding County Website Management due to the departure of our Technology Coordinator.
- Met with Tim Quinn, the new Director of Personnel and Employees Relations to explain the role of the Recreation and Administrative Services Department.
- Met with staff regarding year end budgets and reviewed upcoming budget requests.
- Met with staff from Health Department and Emergency Management to brief them on the Homeland Security Team issues in order for them to begin to oversee this group.
- Held meetings regarding the reorganization of ISD, since the recent retirement of two employees.
- Met with Health Department staff to begin the implementation process of new software for their Department.

- Scheduled a shoot with Bay 3 TV for a Consumer Power panel discussion.
- Continued with the implementation of the new Tyler-MUNIS accounting and Human Resources system software and training.
- Attended developmental meetings regarding the placement of delinquent tax information on the county web site; Copier/Scanner; Health Receivables SAMSA financial report meetings; Bay 3TV partnership meetings; Department Directors; Quadrant; Tyler MUNIS Committee meetings; Incident Management Team meetings; Region 3 Homeland Security Grant Board; Recreation staff and Administrative Service Staff meetings.

### **Buildings & Grounds**

- Removed, installed, and trimmed out frames in aluminum for 42 vinyl insulated windows at the Juvenile Home. Staff has already commented that the new windows have made a huge difference with heat loss and noise reduction.
- Removed, installed, and trimmed out frames in aluminum for windows at the Fairgrounds rental home.
- Piping for Health Department boilers were insulated.
- Installed a back water valve on the main sewer at the Fairgrounds rental home.
- Repaired Animal Control furnace.
- Repaired vent piping at Fisher Rd. Home.
- Installed a new toilet in Ranger's office at Pinconning Park.
- Replaced fan motor on exhaust fan at Animal Control.
- Re-installed pinny Wi-Fi, had to trench approx. 400 ft for data cable, also trenched approx. 100 ft. for power cable.
- Changed bearing in make up air unit at the Community Center.
- Wired 8<sup>th</sup> Floor "War Room" to use as a computer lab.
- Winterize the chiller at the Bay County Building
- Replaced phone boards and rerouted 150 phone lines due to water damage in the County Building. (Heavy Rains)
- Worked with ProTech to re-establish radio tower circuit for 911.
- Moved phone lines in preparation for Tyler Munis go live date.
- Pulled transmission on 99 GMC Truck.

- Removed 10 ft. of sidewalk and built a rail for the sidewalk.
- Placed gravel on 8 rustic campsites @ Pinconning Park.
- Parking lot maintenance, due to the heavy snow volume.
- Serviced and cleaned heat exchanger at the L.E.C.
- Replaced rack-pinion in 2006 Chevy Impala.
- Repaired rear brakes for 350 Ford Van at the Bay County Community High School.
- Rebuild the structure of 2 manholes at the Fairgrounds for proper draining.
- Replaced and properly installed new hardware in the floor volleyball nets.
- Fabricate brackets for removal and re-installed compressors.

### **ISD**

- The implementation of the Mobile Data Terminals for the Sheriff department is in process with all of the thirty two MDT prep and ready for deployment. All Bay County vehicles have been installed and deployed to all appropriate and trained staff. Currently 14 MDT's are in the patrol vehicles with 5 spare MDT's in the event of the need of a replacement arises. For 1<sup>st</sup> quarter 2009, 13 MDT's will be installed in all of the agencies within Bay County that requested the use of MDT's in their respected patrol vehicles.
- The majority of effort and time has been spent on the rollout of the MUNIS financial application. The go live date was January 2, 2009 and as of this writing, all technical issues have been addressed and completed. The staff is currently fine tuning all processes and insuring that the access to this software is available to all departments within Bay County network.
- The necessary interfaces have been tested and are in place. The major issue was that of the payroll interface in which the payroll is still being generated on the iSeries and a file is downloaded from the iSeries and then imported to the MUNIS financial system.
- Rosemary Rozewski retired on December 30, 2008. This position will not be replaced nor filled at this time.
- Health department RFP/RFQ for a software replacement will be a major focus in the first quarter of 2009. With the departure of Rosemary, the staff can maintain the necessary day to day functions while this process is taking place.
- The Help Desk software tracking system has a total of 2497 tickets opened since the beginning of 2008 with a total of 218 currently opened tickets that are being addressed by the staff. A total of 682 help desk tickets were open for the 4<sup>th</sup> quarter of 2008.
- Training for Crystal Report writer has been rescheduled for January 27 and 28. The original offering of this course was canceled. Two ISD staff members will attend this course to assist in the creation of specialized reports when the requests are made.

- The Cherry LAN imaging system has been rolled out to all departments and the training of the appropriate individuals have taken place. The storage devices has seen a growth of 42 GB since the initial implementation of the software. This high number reflects the fact that individual departments are utilizing this very viable solution of storing and retrieving long term documents, thus leading to the reduction in paper and the storage of these paper documents.
- The Technical Coordinator position has been re-posted due to the lack of ideal candidates to fill this needed position within the ISD department.
- All requests for computer equipment within the 2008 budget year has been ordered with 50% of the equipment installed at all of the requesting departments.
- A total of 124 flat screen monitors were ordered in the 4<sup>th</sup> quarter of 2008 with 75% of the installation within the requesting departments.
- An audit was performed on the County network with regards to the Microsoft AD rollout occurring in the summer of 2008. No discrepancies were noted in the audit with regards to individual access to the appropriate folders and files.
- The State of Michigan performed a vulnerability external scan of the Bay County network. The issues identified were minimal and corrections are taking place when time is available. This scan was a pilot program being pursued by the State of Michigan with no financial costs inflicted onto the County.
- In preparation prior to go-live with the MUNIS system, it was noted that the training facilities available for this training was inadequate. With this constraint noted, the south side of the 8<sup>th</sup> floor was equipped with 12 workstations plus a workstation for the instructor. All wiring and other necessary connections were performed by the individuals from Building and Grounds in a very timely manner. Finally, the War Room was created and it appears with the rollout of the HR/Payroll application set for July 1<sup>st</sup>, the War Room will stay intact anticipating the need for this critical training functionality.

### **Region 3 Homeland Security Planning Board (R3HSPB)**

- The Region 3 Homeland Security Planning Board (R3HSPB) is meeting on a monthly basis. The main goal of the meetings has been to purchase the equipment that the R3HSPB prioritized. We are in the purchasing process of projects for communications, First Responder Safety and Critical Infrastructure Protection.
- Reimbursements have been submitted for the through September 2008 for SHSP, LETPP and the CCP allocations from the grant. The reimbursement for the 4<sup>th</sup> quarter 2008 is in process.
- FY06 CCP grant for \$52,440 ended 12/31/08. The final submission for reimbursement will bring the total to \$52,384. The grant will be expended to within 0.108%.
- The FY 06 SHSP & LETPP end 3/31/09. They will also be expended to within a few dollars of the allocation.

## **CORPORATION COUNSEL**

- During the fourth quarter of 2008, the Department of Corporation Counsel/Risk Management continued to draft and review agreements and provided supervision of staff attorney Jan Miner who worked within Corporation Counsel offices almost 16 hours per week. Assistance was provided with regard to legal issues of individual retirees. Much attention was given to analyzing caseloads and expense for in-house and private practice attorneys representing indigents within the Courts. A risk management audit was recommended and possible providers were assessed. Michigan Municipal Risk Management Authority agreed to provide a 2009 survey using its risk consultants and tailored to needs of Bay County. Significant time was spent arranging an audit of the County's parking lot for possible sale.

## **CRIMINAL DEFENSE**

\_\_\_\_\_ No Report Submitted.

## **ENVIRONMENTAL AFFAIRS**

### **Economic & Community Development**

- Participated in planning for the annual Chamber of Commerce Bay Area on the Go at the Bay City DoubleTree Hotel on October 14, 2008.
- Attended the Vision TriCounty Regional Leadership Institute Steering Committee Meetings to develop the 2009 class format and agenda.
- Interviewed by the US Department of Justice (Antitrust) for local input on potential impacts (solid waste management) of Waste Management and Republic merger
- Assist in developing consensus for BAISD, Humane Society and Bay County Animal Control Shelter towards cooperative arrangement to increase vet technician education and animal spay/neuter opportunities.
- Began process to revise the Animal Control Ordinance; participated in several meetings to outline/draft necessary revisions based on previous input from public and commissioners.

### **Environmental Affairs**

- Coordinate with Bangor DDA and MDEQ while preparing application for wetlands fill permit of Lot 17, adjacent to Bay County Civic Arena to expand parking area. Application was put to Public Notice in December 2008 and is expected to be issued in early January 2009.
- Prepared financial close-out report for the MDEQ grant awarded for the demolition of the old Pinconning Water Treatment Plant. Work was performed on time and on budget (thanks Buildings/Grounds!).

### **Saginaw Bay Coastal Initiative (SBCI)**

- The Environmental Affairs & Community Development Department hosted two (2) regional meetings of the Michigan Great Lakes Restoration effort for the development

of the Regional Framework with Lt. Governor John Cherry held at the SVSU Conference Center on October 23, 2008. A meeting held in the afternoon was targeted to key stakeholders to explore in-depth issues, challenges and opportunities facing the Saginaw Bay watershed and the Great Lakes. A larger public input session was held in the evening to allow people to provide comments on the Draft Framework.

- Bay County hosted meetings and continued efforts in coordination of the Combined Sewage Overflow (CSO) Workgroup for the Saginaw Bay Coastal Initiative (SBCI) This work group is part of our effort to improve the quality of life for residents, visitors and encourage business growth in Bay County.

#### **Farmland Preservation Purchase of Development Rights (PDR) Program**

- Led several Steering Committee meetings and one Public meeting in the development of a Purchase of Development Rights (PDR) program; results include draft Bay County PDR Ordinance.

#### **Housing Rehabilitation Program**

- Provided extensive coordination with contractor and MSHDA. Contract terminated during the 4<sup>th</sup> Quarter and explored possible alternatives to complete the work. There were 63 phone calls received for the Housing Rehabilitation Program during the 4<sup>th</sup> quarter.

#### **Remonumentation**

- There were four (4) phone calls received for the Remonumentation Program during the 4<sup>th</sup> quarter related to completing the grant work and reporting requirements.
- Remonumentation Peer Review Meetings were held on October 2<sup>nd</sup>, October 23<sup>rd</sup>, November 6<sup>th</sup>, November 20<sup>th</sup>, December 11<sup>th</sup> and December 18<sup>th</sup> during the 4<sup>th</sup> quarter.
- The 2009 Remonumentation Grant Application Form was coordinated with the Drain Office for 2009 work and submitted to the Michigan Office of Land Survey and Remonumentation. The department of EA&CD and the Drain Office have coordinated to complete the 2008 Close out report (due in February) and transfer the Remont Program to the Drain Office.

#### **Training**

- Staff attended various training sessions for the Tyler MUNIS system during the months of November and December of 2008.

#### **Gypsy Moth Program**

- Egg Mass Surveys: 497 initial egg mass surveys were conducted on over 45,000 acres of wooded area throughout the county using the 5 minute walk survey method. The wooded acreage around Delta College was the only area to qualify for inclusion in our 2009 treatment program. These areas are located in section 3 of Frankenlust Township. The spray blocks were delimited using the 40th acre plot survey method in accordance with Michigan Department of Agriculture (MDA) Gypsy Moth Guidelines and recommendations of the US Forest Service. The gypsy moth population throughout the rest of Bay County continues to be low. Many of the egg masses that were found in other areas of the county were larger than usual which indicates that the population is trying to enter an outbreak phase.

- MDA Grant: Michigan Department of Agriculture grant program documents were reviewed and the guidelines for the program were followed, however, the Grant Program was canceled late in December due to the uncertainty of Federal Funding for this program.
- Program staff attended the National Gypsy Moth Annual Review Conference in Tacoma, Washington and learned that the gypsy moth population throughout the eastern and central areas of the U.S. are still at outbreak levels in many areas. In addition, the west coast states have seen a dramatic increase in interceptions of the Asian Gypsy Moth indicating that gypsy moth populations in Asia are also very high. A researcher from California also presented a talk on a newly found species of beetle related to the emerald ash borer which attacks Southern Live Oak trees. This pest is not expected to become a problem on oaks native to our area.
- Emerald Ash Borer continues to spread in the lower parts of Bay County though major tree dieback has not yet been noted. In addition, the EAB is now found in ten states from Maryland in the east and Missouri in the west and two provinces of Canada, Ontario and Quebec. Extensive Research continues into control methods for this exotic pest but only individual tree treatments have been effective so far.

#### **Geographic Information Systems (GIS)**

- Training on CherryLan & Tyler MUNIS
- Updated or enhanced various GIS data layer including sewer lines, pipelines, hydrants, Bus Routes and others
- Provided Mapping information for PDR group
- Recreation Plan Maps Updates
- Development of Address Point Data Layer
- Completed Sale of 2005 Photography to the State of Michigan
- Misc. GIS map requests
- GIS Tech Support for: Equalization, Drain Office, Health Department, Mosquito Control, Gypsy Moth, County Clerk, Townships and others
- Various meetings working on updated the GIS web mapping site
- Started discussions and planning for new digital orthophotography flight in 2010

#### **Transportation Planning Division**

- Training on CherryLan & Tyler MUNIS
- Continued work on the BCATS Non-Motorized Transportation Plan
  - Riverwalk Railtrail meetings
  - Tri-County Regional Path Study
- Continued Modifications and amendments to TIP maps and eTIP
- Regular BCATS Tech & Policy Committee Meetings
- Essexville PASER Data Collection on Local Roads
- 2008 Annual Report
- HPMS Data collection completed
- Added all 2008 Traffic Counts into Database and previous counts into RoadSoft
- Archived old files into CherryLand
  - BCATS minutes from 1970-2007
  - HPMS data 1992-2007
  - Hourly Traffic Count printouts from Bay City 1990-2006
- Web Page Updates and changes
- Defined newer and expanded "Flexible Match" criteria with MDOT and FHWA

- Obtained final approval of BCATS FY 2009 UWP
- Attended monthly MTPA monthly meetings in Lansing as new Chairman of MTPA

### **Mosquito Control Program**

- We wrapped up our season on October 3<sup>rd</sup> with an end to official control operations. Since then we've been busy with the annual report, invoices, correspondence, cleaning, inventories/orders, equipment repairs, and preparations for the 2009 season.
- We completed our 2008 Annual Report, which will be presented to the Board of Commissioners as well as to the Mid-Michigan Technical Advisory Committee in March, 2009.
- The 2009 chemical order was compiled and bid specifications were sent out to vendors in early December in conjunction with Midland County Mosquito Control and Tuscola County Mosquito Abatement. Chemical bids will be opened in Midland in January and vendors will be notified. Along those same lines, we've been working on getting aerial bids ready to be sent out for the spring aerial application of *Bti* to wood lots throughout the county.
- We continue our community-outreach efforts, which include presentations at local elementary schools and planned updates and changes to the mosquito control web page. Retention pond mapping as well as other changes and updates to maps continues to take place as well.
- In late December, we discovered that a Bay County citizen had tested positive for the West Nile virus – a man (over 50 years old) who had given blood in August. When his blood was screened it tested WNV-positive. The case was originally assigned to Kent County (where the blood had been tested), but was later re-assigned to Bay County where the man resides.

### **Animal Control Program**

#### **Shelter Animals**

- Animal intake 653 cats, 352 dogs, and 6 other species. The fourth quarter animal intake was 1,011 animals.
- 70 cats, 100 dogs, and 4 other species were adopted. Total adoptions from the shelter were 174.
- 556 cats, 163 dogs, and 3 other species were euthanized.
- 8 cats and 72 dogs were claimed by their owners.

Compared to the fourth quarter of 2007, the shelter has experienced an increase of 73 animals for the fourth quarter of 2008.

#### **Field Activities**

- 967 field calls resulted in field activities. The following calls represent the majority of complaints.
- 20 of those calls were after hour calls.
- 291 calls were for loose and aggressive dogs.
- 40 were for animals
- 201 were running loose and impounded.
- 63 were barking complaints.



- 85 were cruelty (check animal welfare/condition) concerns.
- 230 calls were in regards to loose dogs.
- 30 calls were sick or injured animal reports.

In comparison to the fourth quarter of 2007, the shelter experienced an increase of 56 field activities for 2008.

### **EQUALIZATION**

\_\_\_\_\_ No Report Submitted.

### **FINANCE DEPARTMENT**

No Report Submitted.

### **HEALTH DEPARTMENT**

- The Health Department continues to work with the Building and Grounds Department on the final phase of the physical restructuring. Remaining projects include installation of ceiling tiles and painting of the employee restrooms, as well as installation of new cabinetry, countertops and work stations in the Health Screening Clinic.
- The Management Team continues to meet with clerical staff regarding the development of the office procedure manual for all programs and clinic operations. This is part of the on-going Design Team process in the Health Department. In addition, the Health Department's policy manual revisions are almost complete; all updated manual sections have been posted on the CherryLan system.

The Health Department has continued to implement the yearly programming calendar with Bay 3 TV. During fourth quarter, staff taped the following segments:

#### **October**

- Emergency Management Response Exercise video: "Locomotion Commotion"
- "Making the Right Choice" video provided by Health Screening Clinic Staff
- "Taking Charge of Your Life: Magic Johnson Story" video provided by Health Screening Clinic Staff
- Lead Awareness Program provided by Lead Program Nurse

#### **November**

- "Taking Charge of Your Life: Magic Johnson Story" video provided by Health Screening Clinic Staff

The Health Director provided written correspondence to U.S. Representative Kildee, U.S. Senator Levin, and U.S. Senator Stabenow requesting the restoration of funding to health and education services in the Labor-HHS-Education Appropriations bill.

Meetings/Trainings attended by Health Director:

- Monthly Health Department Meetings
- Bi-Monthly Health Department Management Team Meetings
- Monthly Department Head Meetings

- Attended monthly Michigan Association of Local Public Health (MALPH) Board meetings in
- Lansing, and participated in MALPH's State/Local Preparedness Workgroup and the Accreditation Quality Improvement Process (AQIP) Workgroup
- Attended bi-monthly Human Services Collaborative Council (HSCC) Board and Steering Committee meetings in Bay City
- Attended monthly Nathan Weidner Child Advocacy Board Meetings
- Attended Bay Health Plan Board Meetings
- Attended Great Start Collaborative Meetings
- Participated in a teleconference regarding the Healthy Communities Planning Grant
- Attended MALPH Board Strategic Planning Session held in Okemos
- Attended the Michigan Premier Public Health Conference held in Kalamazoo
- Attended the Health Disparities Conference held in Detroit
- Met with Pinconning Schools Superintendent and Administrative staff to discuss the district's Health Education needs
- Met with various County staff to continue development of the Health Department software system RFQ
- Attended the 2008 Poverty Summit held in Detroit
- Attended various Tyler Munis software training sessions
- Met with the Saginaw County and Midland County Health Officers to explore ways to collaborate on various projects/programs

#### **Children's Special Health Care Services (CSHCS)**

Number of families receiving Plans of Care	17
Number of families receiving nursing care management	13
Number of families receiving care coordination	5

Laura Weiler, RN, and Judy McGee participated in a CSHCS Program teleconference on 10/15/08.

Marilyn Laurus, RN, BSN and Judy McGee participated in a CSHCS Program teleconference on 11/19/08.

#### **Communicable Disease Division**

Confirmed, completed cases:

Giardiasis	1
Salmonellosis	2
Aseptic Meningitis	4
Invasive Streptococcus pneumonia	1
Legionellosis	2
Strep Pneumo, drug resistant	1
Animal Bites	45
Chlamydia	41
Gonorrhea	6
Chickenpox	2
Hepatitis C	7
<b>TOTAL</b>	<b>112</b>

Probable Cases

Chickenpox	1
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Cases investigated but found to be not a case:

Histoplasmosis	1
Tuberculosis	1
Mumps	1
Hepatitis B	3
Hepatitis C	5
<b>TOTAL</b>	<b>12</b>

#### **Division On Aging (DOA)**

- Division on Aging sponsored a Country Barbecue at Bay City State Park on October 1, with 123 individuals participating.
- Division on Aging sponsored clinics on Tuesday afternoons in November and December to help older adults enroll in Medicare Part D programs.
- An In-Service Training was completed December 5 for staff and volunteers, with 79 persons attending.
- A total of 56 individuals were enrolled in the Fall session of Osteoporosis Strength Training classes.
- A holiday dinner dance was held on December 11, with 113 attending.
- Division on Aging participated in the Suicide Survivors Day held Saturday, November 22.
- A mature driver safety program was held at Hampton Township Hall on October 7 and October 9, in cooperation with the AARP.
- A customer satisfaction survey was distributed to clients receiving meals and in-home services. Those results are being tabulated.
- Division on Aging has received a quantity of the Senior Preferences resource guide. Copies can be obtained by senior groups and area businesses by calling 895-4100 and asking for Becky or Cori.
- Entertainer Jim Lepeak visited Williams Senior Center for OktoberFest on October 21, and 66 people attended.
- Riverside Friendship Center celebrated its 15<sup>th</sup> anniversary on October 7, with entertainment provided by Tri-City Sweet Adelines. This was attended by 88 people.
- Painting classes continued at Riverside Friendship Center, with 24 people participating in October and November.
- Consumer alerts on current scams targeting seniors were sent to all Dining Centers and included in the newsletter. Sheriff Miller helped alert the media to these scams.

#### **Emergency Preparedness (EP) and Management**

October

- Attended Michigan Emergency Management Association (MEMA) Summit Fall Conference (Melissa & Chris)

- Full-Scale Train Derailment Exercise After Action Meeting
- Fit-testing of Public Health Emergency Response Team Members for respirators
- Attended Local Planning Team (LPT) Meeting (Melissa & Chris)
- Attended Mercury Workshop to learn more about Mercury spills and response (Melissa, Chris & Marilyn)

#### Emergency Management Coordinator Specific Activities:

- Bay 3 TV presentation for Full Scale Exercise
- General Motors Powertrain tour for LEPC
- Attended Region III training on Project Justification Forms (PJF)
- Attended Regional Governance Meeting
- Attended EMNet Training
- Met with DEQ flood plain manager
- Met with 911 and Bay City PD regarding Siren SOP
- Met with Finance regarding Debris Removal contracts
- Ensured appropriate paper work submitted by local amateur radio group for internet access
- Conducted emergency procedure training for Prosecutors Office
- Conducted Teletask Training for 911 supervisor staff
- Exercise Reimbursement paperwork
- Began Development of Bay City Support plan to the County EAG

#### Health Educator Specific Activities:

- Car Seat Safety Education

#### November

- Region 3 HSPB Exercise Training and Planning Workshop (Melissa & Chris)
- Utilized Pinconning Flu Clinic as a mini-dispensing drill for Pandemic Influenza and community outreach on flu preparedness
- Continued with fit-testing of respirators
- Attended the 2008 Michigan Citizen Corps Training Forum (Melissa, Joel & Chris)
- Tyler-Munis Training

#### Emergency Management Coordinator Specific Activities:

- Met regarding Debris Removal Contract
- Conducted Teletask Training for 911 supervisor staff
- Developed Debris Management models
- Developed PJFs for submission to Region 3
- Developed special event list for NWS (National Weather Service) Large Venues workshop
- Development of Teletask Database
- Exercise Reimbursement paperwork
- Full Scale Exercise After Action Review
- Completed 8 online PEM (Professional Emergency Manager) Courses
- Attended 911 Tech Committee Meeting
- Attended GIS mapping meeting
- Development of Bay City Support plan to the County EAG
- Continued development of EAP for Bay County Facilities

#### Health Educator Specific Activities:

- Child & Adolescent Health Planning Grant
- MI-Train Intermediate Training
- Presentation at Enbridge Corporation on BCHD Services and Programs as well as Safety & Wellness
- Project Connect Community Fair

#### December

- Attended Tyler-Munis Training
- Attended Incident Management Team Meeting (Melissa & Chris)
- Attended Homeland Security Team Meeting (Melissa & Chris)
- Emergency Management Coordinator Specific Activities:
- Exercise Reimbursement paperwork
- Completed Draft Bay City Support plan for County EAG
- Attended Regional Resource Committee meeting
- Continued development of EAP for Bay County Facilities
- Attended United Way breakfast
- Attended 911 Advisory Meeting
- Conducted preparedness presentations at Garber High School
- NWS Webinar
- Meetings for Operation Stonegarden
- Met with Bay Arenac ISD Emergency Planning Personnel to discuss school lockdowns
- Updated EOC contact list

#### Health Educator Specific Activities:

- Building Healthy Communities Planning Grant Meeting

\*Attended the following monthly meetings (Melissa and/or Chris) throughout this quarter:

- Met with Finance-Purchasing regarding Hazard Mitigation Grant & development of RFQ
- Region 3 HPN Advisory Committee Meeting
- Region 3 HPN Planning Board Meeting
- Region 3 EPC Meeting
- Bay County Full-Scale Exercise Planning Meetings
- Region 3 HSPB Exercise Sub-committee Meeting
- 3rd District Emergency Management Coordinators Meeting
- Bay County Fire Chiefs/Firefighters Association Meeting
- Region 3 HSPB Meeting
- NEHC Plan Planning Meetings
- MDCH OPHP Monthly EPC Conference Calls

\*Participated in monthly 800 MHz radio drills for MDCH OPHP, Region 3 HPN, & 3rd District Emergency Management

Health Educator's Participation in Employee Wellness Planning Meetings: 11/12, 11/13, 11/25, 12/2, 12/16, 12/18

#### Acronyms:

BRMC = Bay Regional Medical Center

EPC = Emergency Preparedness Coordinator

EMC = Emergency Management Coordinator

HSPB = Homeland Security Planning Board

MEMS = Modular Emergency Medical System

MSP EMHSD = Michigan State Police Emergency Management & Homeland Security Division

ISD = Intermediate School District

LEPC = Local Emergency Planning Team  
 LPT = Local Planning Team  
 MIHAN = Michigan Health Alert Network  
 MDCH OPHP = Michigan Dept. of Community Health Office of Public Health Preparedness  
 HPN = Healthcare Preparedness Network  
 NEHC = Neighborhood Emergency Help Center  
 HSEEP = Homeland Security Exercise and Evaluation Program  
 SOP = Standard Operating Procedure  
 JIC = Joint Information Center  
 PSAC = Public Safety Answering Center  
 ARC = American Red Cross  
 GEO = Abbreviation for Geographical  
 TRANSCAER = TRANSportation Community Awareness and Emergency Response  
 EAP = Emergency Action Plan  
 GIS = Geographic Information Systems  
 EAP = Emergency Action Plan  
 EOC = Emergency Operations Center

### Environmental Health (EH) Division

Joel Strasz gave a presentation regarding the Bay County Phosphorus Fertilizer Ban to the South East Michigan Environmental Health Association in Frankenmuth during December. The Environmental Health Division has begun working on the Kawkawlin River Watershed Planning Grant, in conjunction with the Michigan Department of Environmental Quality and the Bay County Drain Commissioner.

\*These are Preliminary Numbers That Are Subject to Change:

<u>FOOD SERVICE*</u>		<u>WELL, SEPTIC, &amp; MISC.*</u>	
Fixed Food Est. Inspections	161	Number of Parcels Evaluated	42
Mobile, Vending & STFU Inspections Temp. Food Est. Inspections	10	Number of On-Site Sewage Disposal Permits Issued	10
		Number of Alternative/Engineered Sewage Systems Approved	0
Follow Up Inspections	20	Number of Failed System Evaluations Conducted	5
Number of Plans Received for Review	10	Number of Complaints Regarding Sewage Investigated	1
Number of Plans Approved	12	Number of Well Permits Issued	18
Consumer Complaints Investigated	5	Number of Abandoned Wells Plugged	10
Foodborne Illness Complaints Investigated	3	Number of FIA Related Inspections Completed (Day Cares, AFC Homes, Etc.)	3

### Family Planning

- Sue Montei and Kathy Trepkowski attended the Family Planning Update Committee in October and December.
- Kathy Trepkowski provided an education session at CORY Place in December.

Number of unduplicated persons receiving services: 573  
 Number of encounters: 597

#### **Health Screening Clinic**

Number of HIV tests performed: 100  
 Number negative HIV test results: 99  
 Number of positive HIV test results: 1  
 Number of STD tests performed: 138

- Mary Jo Braman, RN, BSN, attended the Michigan Regional Immunization Conference held 10/20 in Ypsilanti
- Susan Guc, RN, BSN, attended the 14th Annual STD & HIV Conference held 11/6 – 11/7 in Ann Arbor
- Susan Guc attended the ELC Workgroup Meeting held 12/2 at the Office of Public Health Preparedness in Lansing

#### **Hearing and Vision Program**

##### Hearing Program:

Number of Preschool children screened: 36  
 Number of Preschool children passed: 35  
 Number referred and seen by Physician: 1

##### Vision Program:

Number of Preschool children screened: 35  
 Number of Preschool children passed: 33  
 Number referred to Physician: 1

Number of School Age children screened: 5706  
 Number of School Age children passed: 4715  
 Number referred to Physician: 393  
 Number seen by Physician: 210

Number of Special Education children screened: 329  
 Number of Special Education children passed: 233  
 Number referred to Physician: 29  
 Number seen by Physician: 24

#### **Immunization Clinic**

<b>Vaccination Type</b>	<b>Number Administered</b>	<b>Vaccination Type</b>	<b>Number Administered</b>
DTaP	73	IPV	53
Dtap/IPV	19	Meningococcal (MCV4)	57
DTaP/Hep B/IPV	55	MMR	92
DT	0	Pneumococcal (PCV7)	96
Hib	71	Pneumonia PPV 23	2
Hib/Hep B	0	Rotavirus	27

Hep A (Adult)	25	TB Test	34
Hep A (Pediatric)	137	Td	3
Hep A/Hep B	14	Tdap	66
Hep B (Adult)	29	Varicella	104
Hep B (Pediatric)	14	Zostavax	3
HPV	42	<b>Total</b>	<b>1247</b>
Influenza	229		

#### Laboratory

Number of Clients		Number of Tests	
October_____	<b>251</b>	October	416
November	<b>263</b>	November	427
December	259	December	424

#### Lead Program

Funding for this program is provided through the Bay City Public Schools PIE Grant

Number of children open to case mgt	18	Lead cases now below 10 ug/dL	12
Number of home visits	11	Reminder letters sent	12
Lead cases closed	3	Phone calls to Physicians	10
Number of Mailings sent	118	Number of EH consults	2
Lead screening tests performed	16	Number of children referred to PCP	2
Lead cases above 10 ug/dL	10	Lead & Hgb results faxed to Dr	65
Number of noncompliant closures	10		

Education provided to parents /guardians of children with lead levels 5-9 ug/dL 39

Trainings Attended by Lead Program Nurse:

- Attended lead conference 10/29/08 provided by MDCH
- On-site training for State Lead Stellar Program with State Lead Consultant 11/24/08

Additional Activities Performed by Lead Program Nurse:

- Provided Lead Screening at Project Connect 11/19/08
- Mobile lead testing at Bay City Public School Academy 11/03/08
- Follow lead cases & document in Stellar Program
- Consult with Environmental Health staff regarding lead results
- Follow up with high capillary leads for venous results
- Lead & Hgb Reports provided to Head Start Program
- Reports to physicians
- Record Lead & Hgb results
- Stellar Batch Reports
- Update Lead & Product Recall Books in waiting room
- Order educational information & supplies for Mobile Lead Clinic



- Track children in need of lead testing or that have had lead test and are behind on Immunizations through Stellar/MCIR for Mobile Lead Clinic
- Collaborate with WIC & Immunization Programs for no opportunity missed

### **Maternal and Child Health Services**

- Brenda Holmes, RN, Kathleen Janer, RN, and Laura Weiler, RN, attended the 3rd Annual Pediatric Conference entitled "Building Healthy families, One Child At A Time" on 10/30/08 at the Doubletree Hotel and Conference Center
- Jennifer Don, MSW, attended the Child Death Review Team meeting on 11/13/08 and has been active on the Bay Arenac Suicide Surveillance Workgroup
- Amy Revette, RD, Brenda Holmes, RN, Kathleen Janer, RN, BSN, Jennifer Don, MSW, and Laura Weiler, RN, attended a Medicaid Outreach In-service held at the Bay County Health Department conducted by Rose Mary Asman, RN, MPA.

Number of referrals received: 179

Number of maternal clients enrolled: 51

Number of infant clients enrolled: 26

Total current enrollment in MIHP: 260

Number of Maternal Screens completed: 51

Total visits in October: Not available

Total visits in November: Not available

Total visits in December: Not available

### **Women's Infants and Children's (WIC) Program**

- The WIC clinic has officially made the switch from distributing paper coupons to the Electronic Benefits Transfer (EBT) cards.
- WIC welcomed two temporary staff clerks in December.

	New		Reinstate	High Risk					TOTAL		Lead Eligible		
		Recertification		Infant Evaluation		Nutrition	Bulletin Board	Internet Education		Lead Check Done		Lead Check Done at D	Lead Check Ref
October	111	326	47	62	10	28	68	47	674	31	14	13	4
November	82	235	39	38	15	49	62	72	592	35	27	6	2
December	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

### **HOUSING**

- October means flu and pneumonia shots at Center Ridge Arms. We had several residents and non-residents appear with arms outstretched for their annual defense against the flu and pneumonia.
- Our annual inspection of the fire alarm system and sprinkler system also took place in October. A few minor problems were detected and corrected.
- The annual plan was submitted and our public hearing was held to receive comments regarding the changes we intend to initiate at Center Ridge Arms.
- The winterizing of the grounds was completed and made ready for Christmas decorations. The residents are always anxious for the Christmas lights to be turned on as it gives a whole new dimension to the outside space.
- The director attended the Michigan Housing Director's conference in November. She also attended several meetings and lots of training on everyone's favorite subject, Tyler Munis.

### **JUVENILE DETENTION & CHILD CARE SERVICES**

\_\_\_\_\_ No Report Submitted.

### **MSU EXTENSION**

\_\_\_\_\_ No Report Submitted.

### **PERSONNEL & EMPLOYEE RELATIONS**

\_\_\_\_\_ No Report Submitted.

### **PUBLIC DEFENDER**

\_\_\_\_\_ No Report Submitted.

### **9-1-1**

- Our voice logging system was installed. The new upgrade provides us with state of the art recording of our 9-1-1 lines, administration lines and radio channels. The DSS Equature E-911 Multi-Channel Digital Recorder was specifically designed as a unified communications solution for public safety. We now provide the recordings in CD-R format after years of using cassette tapes.
- The approved Liebert Nfinity Uninterruptible Power Supply System for Central Dispatch just arrived. We are looking forward to the installation because it will greatly enhance the 9-1-1 operation during power failures. When power outages occur it is very important a dependable back up battery system is in place. The Liebert Nfinity will power all of the critical 9-1-1 equipment during power outages.
- Bay County Central Dispatch received over 175,000 calls in 2008. Our dispatchers kept busy with those calls in addition to all of the radio traffic and emergency medical

dispatching as well as dispatching police and fire responders. Our dispatchers go through an extensive training program that lasts six months. Other training includes Medical Dispatch Certification and Law Enforcement Information Network Certification. Once certified they must maintain their certification so they can continue to dispatch. They also attend additional training and Bay County Central Dispatch does receive training funds from the state and these funds come from state cell phone surcharge monies. We have received and used \$75,709 in state training funds since 2004. To remain eligible for these funds we have to be compliant with state guidelines and Bay County always has been compliant. The State 9-1-1 Committee, Certification Subcommittee reviews all counties and determines if they are compliant. At this time all counties 9-1-1 dispatch centers are compliant so all of the counties receive training funds. There are 210 approved training courses that we can choose from for state training funds.